

Office of Assessment

Agreement to Maintain Test Security and Confidentiality

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Department of Education must take every step to assure the security and confidentiality of the state test materials. It is the responsibility of individuals who develop the tests, who administer the tests, and/or those who use the results to follow test security laws, regulations, and procedures. These rules are located in the test administration manuals for each test.

Appropriate testing practices are not always universally understood or followed. To help school staff involved in testing have a common understanding of which practices are recommended, District and School Test Coordinators must provide the appropriate manual to these individuals and must encourage these individuals to read all instructions. The test administration manual provides detailed test security information and administration guidelines for each test. Manual review should occur from one to three weeks prior to the testing window.

I acknowledge that I have received, read, and understand the test administration manual for the test I will be administering. I acknowledge that I will have access to one or more of the following tests that are a part of the South Carolina statewide testing program: BSAP, End-of-Course Program (EOCEP), High School Assessment Program (HSAP), HSAP-Alt, PACT, or PACT-Alt.

I understand the tests are secure, confidential, and proprietary documents owned by the Department of Education. I hereby agree that I will not discuss, disseminate, describe, or otherwise reveal the contents of the test to anyone. I will not keep, copy, reproduce, or use in any manner inconsistent with the instructions provided by or through the State Department of Education any test, test question, or specific test content. I will not keep, copy or reproduce in any manner inconsistent with the instructions provided by or through the State Department of Education any portion of examinee responses to any item or any section of a secure test, a secure administration manual, or oral administration scripts. I will return all test materials to the School Test Coordinator or the District Test Coordinator. I will follow all the state laws and regulations regarding testing ethics and test security that are discussed in the test administration manual.

I understand that failure to follow these laws, regulations, or procedures could result in action being taken against my certificate and/or criminal prosecution.

Signature

Print Name

District and School

Date

